

TITLE 4. PROFESSIONS AND OCCUPATIONS**CHAPTER 10. BOARD OF COSMETOLOGY**

(Authority: A.R.S. § 32-501 et seq.)

ARTICLE 1. GENERAL PROVISIONS

Article 1, consisting of Sections R4-10-01 thru R4-10-19, repealed; Section R4-10-27 renumbered to R4-10-105; and Sections R4-10-101 thru R2-10-112 adopted effective April 9, 1996 (Supp. 96-2).

Section

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Article 2, consisting of Sections R4-10-28 thru R4-10-32, repealed; Section R4-10-33 renumbered to R4-10-112; Section R4-10-34 repealed; and Sections R4-10-201 thru R4-10-209 adopted effective April 9, 1996 (Supp. 96-2).

Section

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Article 3, consisting of Sections R4-10-301 thru R4-10-306, adopted effective April 9, 1996 (Supp. 96-2).

Section

R4-10-301.	Instruction, Licensed Individuals
R4-10-302.	Instructor Curriculum Required Hours
R4-10-303.	Aesthetic Curriculum Required Hours
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R4-10-306.	Curriculum Hours

ARTICLE 4. SALONS

Article 4, consisting of Sections R4-10-401 thru R4-10-404, adopted effective April 9, 1996 (Supp. 96-2).

Section

R4-10-401.	Application for a Salon License
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R4-10-403.	Salon Requirements and Minimum Equipment
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R4-10-405. Shampoo Assistants

ARTICLE 1. GENERAL PROVISIONS

Editor's Note: The Board of Cosmetology repealed or renumbered Sections with the old Administrative Code numbering scheme and adopted new Sections under the current numbering scheme (Supp. 96-2). The old and new Sections cannot be shown in numerical order because of the two Articles; therefore the old numbers are not shown here. Please refer to this Chapter as published in Revised Format 6-92 for historical note information on the old numbered Sections.

R4-10-101. Definitions

In this Chapter unless otherwise specified:

1. "Accredited" means approved by the:
 - a. New England Association of Schools and Colleges,
 - b. Middle states Association of Colleges and Secondary Schools,
 - c. North Central Association of Colleges and Schools,
 - d. Northwest Association of Schools and Colleges,
 - e. Southern Association of Colleges and Schools, or
 - f. Western Association of Schools and Colleges.
2. "Administrative completeness review" means the Board's process for determining that an individual has:
 - a. Provided all of the information and documents required by Board statute or rule for an application; and
 - b. If applicable, taken an examination given by the Board.
3. "Applicant" means an individual or any of the following seeking licensure by the Board:
 - a. If a corporation, any two officers of the corporation;
 - b. If a partnership, any two of the partners; or
 - c. If a limited liability company, the designated manager, or if no manager is designated, any two members of the limited liability company.
4. "Application packet" means the forms and documents the Board requires an applicant to submit or have submitted on the applicant's behalf.
5. "Certification of hours" means a document that states the total number of hours completed at a school, including:
 - a. A written statement of the hours, record of license history, or credits a student received, signed by the administrator of the agency authorized to issue cosmetology, nail technician, or aesthetics licenses in the jurisdiction in which the applicant received a license or received certified or accredited vocational or academic training, affixed with the agency's official seal;
 - b. A notarized transfer application that reflects the hours or credits a student received, signed by the administrator of the school where the applicant received certified or accredited training, when a student transfers from one Arizona cosmetology, nail technology, or aesthetics school to another pursuant to A.R.S. § 32-560.
6. "Clinic floor" means the area where students perform client services for the public for a fee.
7. "Course" means an organized subject matter in which instruction is offered within a given period of time and

- for which credit toward graduation or certification is given.
8. "Credit" means one earned academic unit of study based on completing a high school's required number of class sessions per calendar week in a course or an earned academic unit of study based on attending a 1-hour class session per calendar week at a community college, an accredited college or university, or a school.
 9. "Days" means calendar days.
 10. "Delinquent" means a license renewal that is not completed and filed with the Board or postmarked on or before the license renewal date required by A.R.S. § 32-501 through 32-564 or this Chapter.
 11. "Double bracing" means using a stable base of support and two points of contact for the hand while performing a procedure.
 12. "Establishment" means a business that operates as a school or a salon in a structure that has a physical street address and functions as a salon or school at least an average of 20 hours a week for the majority of the year.
 13. "Family member" means:
 - a. The applicant's spouse;
 - b. The natural or adopted children, father, mother, grandparents, brothers, sisters, aunts, uncles, first cousins, and second cousins of the applicant; or
 - c. The natural or adopted children, father, mother, grandparents, brothers, sisters, aunts, uncles, first cousins, and second cousins of the applicant's spouse.
 14. "Graduation" or "graduated from a school" means the completion of the criteria established by a cosmetology, an aesthetics, or a nail technology school for the course in which the applicant was enrolled, including the completion of the curriculum hours specified in R4-10-302, R4-10-303, R4-10-304, or R4-10-305.
 15. "High school equivalency" means:
 - a. A high school diploma from a school recognized by the basic education authority or the Department of Education in the jurisdiction in which the school is located,
 - b. A total score of 45 points on a high school equivalency general educational development test or its equivalent as required by the Department of Education,
 - c. An associate degree or 15 academic credits from a junior college recognized by the basic education authority in the jurisdiction in which the college is located, or
 - d. Any degree from a college or university recognized by the basic education authority in the jurisdiction in which the college or university is located.
 16. "Hour" means one clock hour.
 17. "Instructor training" means the courses required by R4-10-302.
 18. "Manager" means an individual licensed by the Board who is responsible for ensuring a salon's compliance with A.R.S. §§ 32-501 through 32-575 and this Chapter.
 19. "Model" means a person on whom an applicant performs demonstrations for the practical section of a licensing examination.
 20. "Owner" means an individual or entity that has controlling legal or equitable interest and authority in an establishment.
 21. "Personal knowledge" means actual observation of an individual, other than a family member, who is currently practicing aesthetics, cosmetology, or nail technology in any state or country.
 22. "Practice" means engaging in the occupation of aesthetics, cosmetology, or nail technology.
 23. "Primary category of practice performed in the salon", as stated in A.R.S. § 32-574(A)(2), means:
 - a. The practice, either aesthetics, cosmetology, or nail technology, for which the majority of the salon's employees or independent contractors hold licenses; or
 - b. The practice for which the salon owner holds a license.
 24. "Reciprocity" means the procedure for granting an Arizona license to an applicant who is licensed in another state of the United States or a foreign country.
 25. "Substantive review" means the Board's process for determining that an applicant for licensure meets the requirements of A.R.S. §§ 32-501 through 32-575 and this Chapter.
 26. "10th grade equivalency" means 10 high school credits, including two in English, from any school recognized by the basic education authority or the Department of Education in the jurisdiction in which the credits were obtained, or proof that the prospective student is 23 years old. Satisfactory proof of the prospective student's age is shown by a government-issued driver's license or identification card, a birth certificate, or a passport.
 27. "Transfer application", as used in A.R.S. § 32-560, means an application that documents the transfer of a student from one Arizona cosmetology, nail technology, or aesthetics school to another and contains the student's name, address, identification number, phone number, and number of hours of instruction received.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Amended by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2).

R4-10-102. Fees

Subject to R4-10-103(E), the Board shall collect the following fees:

1. Written examination:	\$50.00
2. Practical examination:	\$50.00
3. Initial personal license:	\$40.00
4. Personal licensing renewal fees:	\$30.00
5. Delinquent personal license renewal for each year or portion of a year for which the license is inactive to a maximum of four years delinquent fees:	\$50.00
6. Duplicate license:	\$20.00
7. Personal reciprocity license:	\$110.00
8. Salon initial license:	\$110.00
9. Salon renewal:	\$50.00
10. Salon delinquent renewal:	\$80.00
11. School license:	\$600.00
12. School renewal:	\$500.00
13. Delinquent school renewal:	\$600.00
14. Board administered educational classes:	\$25.00
15. Review of examination:	\$50.00
16. Regrading of examination:	\$25.00
17. Certification of licensure or hours:	\$30.00
18. Service charge for alternative payment method per transaction:	2.5% of applicable fee

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19. The fee for copying public documents is 50¢ per page. The fee for audiotapes, videotapes, computer discs, or other media used for recording sounds, images, or information, is \$15 per tape, disc, page, or other medium.
20. The fee for providing a list of licensees' names and addresses is 25¢ per name.
21. The Board shall charge \$20.00 for the return of a dishonored check or the failure of any other means of payment to be honored.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Amended by final rulemaking at 9 A.A.R. 1050, effective May 6, 2003 (Supp. 03-1).

R4-10-103. Payment of Fees

- A. A fee is not considered paid until the Board receives the amount required. The Board shall not provide services, administer examinations, or issue certifications or licenses until it receives the required fee.
- B. The Board shall accept personal checks only for license renewals. If a check for a license renewal is returned because it is dishonored for any reason including insufficient funds, the renewal application is incomplete, and any license renewal that has been issued is void effective the date the Board mails written notice to the licensee that the license is void.
- C. An applicant or licensee whose fee payment to the Board is dishonored for any reason including an insufficient funds check is not entitled to a further service, examination, certification, or license until the Board receives the following:
 1. The amount of the fee for which the payment was dishonored;
 2. The penalty provided in R4-10-102(21);
 3. If applicable, the delinquent fee for each year or part of a year the license was inactive for the type of license to be renewed.
- D. Fees are nonrefundable except if A.R.S. § 41-1077 applies.
- E. The Board shall not refund fees tendered for \$5.00 or less over the amount specified in R4-10-102, except the Board shall refund fees paid over the amount specified as the maximum fee in A.R.S. § 32-507.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Amended by final rulemaking at 9 A.A.R. 1050, effective May 6, 2003 (Supp. 03-1).

R4-10-104. Application for License by Examination

- A. An applicant for an aesthetics, a cosmetology, a nail technician, or an instructor license by examination shall submit to the Board the applicable fee required in R4-10-102 and an application provided by the Board, signed by the applicant, and notarized that contains:
 1. The applicant's name, address, telephone number, social security number, and birth date;
 2. The name and address of each school attended by the applicant;
 3. The name of each aesthetics, cosmetology, or nail technician course completed by the applicant, and school name and address where completed;
 4. If applicable, the starting date and date of graduation from a school, type of degree received, and the name and address of the school where received;
 5. If previously licensed by the Board, type of license, license number, license expiration date, and the name used on the license;

6. If previously licensed in a state other than Arizona or a foreign country, the name of the state or foreign country and type of license;
7. A statement of whether the applicant has ever had an aesthetician, a cosmetologist, a nail technician, or an instructor license suspended or revoked in any state or foreign country; and
8. A sworn statement by the applicant verifying the truthfulness of the information provided by the applicant.

B. In addition to submitting the fee and documents in subsection (A), an applicant for an aesthetics license shall:

1. Comply with A.R.S. § 32-510(A)(2) by submitting a copy of one of the following:
 - a. Documentation of 23 years of age as demonstrated by a government-issued driver's license, identification card, birth certificate, or passport;
 - b. A high school transcript demonstrating a 10th grade equivalency;
 - c. A high school diploma;
 - d. A high school equivalency diploma;
 - e. Documentation of an associate degree or an official transcript from an accredited college that only offers courses to be completed in two years that shows completion of 15 credits; or
 - f. A bachelor's degree from an accredited college or university.
2. Comply with A.R.S. § 32-510(A)(3) by submitting a copy of one of the following:
 - a. If the applicant graduated from an aesthetician course presented by a school licensed by the Board, a written statement signed by the administrator of the school that documents proof of graduation and completion of 600 hours in the course;
 - b. If the applicant attended more than one school in Arizona, a copy of a transfer application or certification of hours from each school attended, including the starting and ending dates, the total number of hours completed at the school, and the signature of the administrator of the school; or
 - c. If the applicant graduated from or completed hours at a school licensed by a state other than Arizona or a foreign country, a graduation certificate and documentation of:
 - i. Completing the theory of aesthetic as required in R4-10-303(A)(1), and
 - ii. Meeting the requirements in R4-10-303(A)(2) and R4-10-303(A)(3).

C. In addition to submitting the fee and documents in subsection (A), an applicant for a cosmetology license shall:

1. Comply with A.R.S. § 32-511(A)(2) by submitting a copy of one of the documents in subsection (B)(1).
2. Comply with A.R.S. § 32-511(A)(3) by submitting a copy of one of the following:
 - a. If the applicant graduated from a cosmetology course presented by a school licensed by the Board, a written statement signed by the administrator of the school that documents proof of graduation and completion of 1600 hours in the course;
 - b. If the applicant attended more than one school in Arizona, a copy of a transfer application or certification of hours from each school attended, including the initial and ending dates, the total number of hours completed at the school, and the signature of the administrator of the school; or
 - c. If the applicant graduated from or completed hours at a school licensed by a state other than Arizona or

a foreign country, a graduation certificate and documentation of:

- i. Completing the theory of cosmetology as required in R4-10-304(A)(1), and
- ii. Meeting the requirements in R4-10-304(A)(2) and R4-10-304(A)(3).

D. In addition to submitting the fee and documents in subsection (A), an applicant for a nail technician license shall:

1. Comply with A.R.S. § 32-512(A)(2) by submitting a copy of one of the documents in subsection (B)(1).
2. Comply with A.R.S. § 32-512(A)(3) by submitting a copy of one of the following:
 - a. If the applicant graduated from a nail technician's course presented by a school licensed by the Board, a written statement signed by the administrator of the school who documents proof of graduation and completion of 300 hours in the course; or
 - b. For each school attended by the applicant, a copy of a transfer application or certification of hours from each school attended, including the starting and ending dates, the total number of hours completed at the school, and the signature of the administrator of the school;

E. In addition to submitting the fee and documents in subsection (A), an applicant for an instructor license by examination shall:

1. Comply with A.R.S. § 32-531(A)(2) by submitting a written copy of one of the following:
 - a. A high school diploma;
 - b. A high school equivalency diploma;
 - c. Documentation of an associate degree or an official transcript from an accredited college that only offers courses to be completed in two years that shows completion of 15 credits; or
 - d. Documentation of completion of 15 credits from an accredited college or university.
2. Submit a copy of one of the following:
 - a. If the applicant graduated from a school licensed by the Board, documentation of graduation that includes in its course of study:
 - i. If applying for a cosmetology instructor license, completion of a minimum of 650 hours of instructor training;
 - ii. If applying for a nail technician instructor license, completion of a minimum of 350 hours of instructor training; or
 - iii. If applying for an aesthetics instructor license, completion of a minimum of 500 hours of instructor training;
 - b. If the applicant graduated from or completed hours at a school licensed by a state other than Arizona or a foreign country, a graduation certificate and documentation of meeting the requirements in R4-10-302, except for R4-10-302(A)(6); or
 - c. If the applicant attended more than one school in Arizona, a copy of a transfer application or certification of hours from each school attended, including the initial and ending dates, total number of hours completed, and signature of the administrator of the school.
3. Comply with A.R.S. § 32-531(A)(3) by submitting documentation of practical experience in the profession applied for on a notarized form, supplied by the Board, that is completed and signed by an owner or manager of a licensed salon or an individual or supplier of cosmetology

products with personal knowledge of the applicant's practice for one year that includes the:

- a. Name of the applicant;
- b. Occupation in which applicant gained the experience;
- c. Initial and final dates of applicant's experience in the occupation;
- d. Name and address where applicant gained the experience in the occupation;
- e. If licensed by the Board, license number; and
- f. Name, address, and telephone number of the individual completing the information.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Former Section R4-10-104 renumbered to R4-10-108; new Section adopted by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2).

R4-10-105. Application for License by Reciprocity

An applicant for an aesthetics, cosmetology, nail technician, or instructor license by reciprocity shall submit the applicable fee required in R4-10-102 and all of the following to the Board:

1. An application provided by the Board, signed by the applicant, and notarized that contains:
 - a. The applicant's name, address, telephone number, social security number, and birth date;
 - b. If previously licensed by the Board, the type of license, license number, license expiration date, and the name used on the license;
 - c. A statement of whether the applicant has ever had an aesthetics, a cosmetology, a nail technician, or an instructor license suspended or revoked in any state or foreign country; and
 - d. A statement under oath by the applicant verifying the truthfulness of the information provided by the applicant;
2. A certification of licensure that shows the initial and final dates of licensure; and
3. To demonstrate compliance with the practice requirements in A.R.S. § 32-513 (A)(2) or A.R.S. § 32-532(3), a notarized form, supplied by the Board, that is completed by an owner or manager of a licensed salon, a licensee with personal knowledge of the applicant's practice for at least one of the five years immediately preceding the date of the application, or a supplier of aesthetics, cosmetology, or nail technology products to the applicant that contains:
 - a. The name of the applicant;
 - b. The type of practice engaged in by the applicant;
 - c. The initial and final dates of applicant's practice;
 - d. The name, address, and telephone number of the salon where the applicant is or was practicing;
 - e. If completed by a licensee with personal knowledge, the initial and final dates of the practice;
 - f. If completed by an individual who is a supplier, the initial and final dates the aesthetics, cosmetology, or nail technology products were provided;
 - g. If completed by an owner or manager of a salon, the name, current address, and current telephone number of the owner and license number of the salon where the applicant is or was practicing or the name, current address, and current telephone number of the manager of the salon where the applicant is or was practicing and the manager's license number; and

- h. A statement under oath, signed by the owner or manager, licensed individual, or supplier, verifying the truthfulness of the information.

Historical Note

Section R4-10-105 renumbered from former Section R4-10-27 and amended effective April 9, 1996 (Supp. 96-2).

Former Section R4-10-105 renumbered to R4-10-109; new Section adopted by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2).

R4-10-106. Licensing Time-frames

- A. The overall time-frame described in A.R.S. § 41-1072 for each type of approval granted by the Board is set forth in Table 1. The applicant and the Executive Director of the Board may agree in writing to extend the overall time-frame. The substantive review time-frame may not be extended by more than 25% of the overall time-frame.
- B. The administrative completeness time-frame described in A.R.S. § 41-1072(1) for each type of approval granted by the Board is set forth in Table 1.
 - 1. The administrative completeness review time-frame begins:
 - a. For approval to take an examination, approval or denial of school or salon license, or approval or denial of a license by reciprocity, when the Board receives an application packet; or
 - b. For approval or denial of a license by examination, when the applicant takes an examination.
 - 2. If an application packet is incomplete, the Board shall send to the applicant a written notice specifying the missing document or incomplete information. The administrative completeness review time-frame and the overall time-frame are suspended from the postmark date of the notice until the date the Board receives a complete application packet from the applicant.
 - 3. If an application packet is complete, the Board shall send a written notice of administrative completeness to the applicant.
 - 4. If the Board grants a license or approval during the time provided to assess administrative completeness, the Board shall not issue a separate written notice of administrative completeness.
- C. The substantive review time-frame described in A.R.S. § 41-1072(3) is set forth in Table 1 and begins on the postmark date of notice of administrative completeness.
 - 1. As part of the substantive review for a school license, the Board shall conduct an inspection that may require more than one visit to the school.
 - 2. During the substantive review time-frame, the Board may make one comprehensive written request for additional information or documentation. The time-frame for the Board to complete the substantive review is suspended from the postmark date of the comprehensive written request for additional information or documentation until the Board receives the additional information or documentation.
 - 3. If an applicant meets the requirements of A.R.S. § 32-501 through § 32-575 and this Chapter, the Board shall send written notice of approval to the applicant. If an applicant is applying for approval to take an examination, the notice shall include the date, time, and place the applicant is scheduled to take an examination.
 - 4. If an applicant does not meet the requirements of A.R.S. § 32-501 through § 32-575 and this Chapter, the Board shall send a written notice of denial to the applicant

including a basis for the denial and an explanation of the applicant's right to appeal as prescribed in A.R.S. § 41-1076.

- D. The Board shall consider an application withdrawn if within 180 days from the application submission date the applicant fails to:
 - 1. Supply the missing information under subsection (B)(2) or (C)(2); or
 - 2. Take an examination.
- E. An applicant who does not wish an application withdrawn may request a denial in writing within 180 days from the application submission date.
- F. An individual shall not practice as an aesthetician, cosmetologist, instructor, or nail technician until the individual receives and posts the license at the individual's place of employment.
- G. If a time-frame's last day falls on a Saturday, Sunday, or a legal holiday, the Board shall consider the next business day the time-frame's last day.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Section repealed; new Section adopted by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2).

R4-10-107. License Renewal

- A. An aesthetician, cosmetologist, nail technician, or instructor licensee shall submit an application packet for renewal to the Board no later than the licensee's birthday.
 - 1. If the applicant mails the application packet, the application packet shall be postmarked on or before the applicant's birthday.
 - 2. If the applicant's birthday falls on Saturday, Sunday or legal holiday, an applicant may file the application packet on the next business day following the applicant's birthday.
 - 3. An application packet consists of:
 - a. An application on a form provided by the Board that contains:
 - i. The applicant's name, address, and social security number;
 - ii. A statement of whether the applicant has changed the applicant's name since the previous initial or renewal application;
 - iii. The fee required in R4-10-102; and
 - iv. The signature of the applicant; and
 - b. A copy of a legal document showing the applicant's name change, such as a marriage license or divorce decree.
- B. An establishment licensee shall submit an application for renewal and fee required in R4-10-102 to the Board no later than June 30 of every year.
 - 1. If the applicant mails the application, the application shall be postmarked on or before June 30.
 - 2. If June 30th falls on Saturday, Sunday or a legal holiday, an applicant may file the application on the next business day following June 30.
 - 3. An application consists of a form provided by the Board that contains:
 - a. The establishment's name, manager's license number, and type of license;
 - b. If the establishment is a salon that is no longer in business, the date of closure; and
 - c. The date and notarized signature of the owner.
 - 4. If the establishment is a school, the licensee shall submit the information and documents required in R4-10-201 in addition to the application form.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Former Section R4-10-107 renumbered to R4-10-110; new Section adopted by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2).

R4-10-108. Licensing Examinations

- A. An examination application shall not be accepted until the applicant has graduated from a cosmetology, nail technology, or aesthetics school, or meets the requirements of A.R.S. §§ 32-510(A)(3)(c) or 32-511(A)(3)(c).
- B. All examinations shall be held in the Board's examination center at the Board's office unless another location is designated by the Board in its written notice to the applicant.
- C. The Board shall notify applicants in writing at least 10 days before the examination of the time and place assigned for the examination.
- D. Applicants shall verify their identification upon entering the examination center with a passport, driver's license, bank identification card, military identification, or government-issued identification card. Identification shall contain a photograph of the applicant.
- E. Examinations shall consist of both written and practical sections and shall include live demonstrations of aesthetics, cosmetology, or nail technology, whichever is applicable to the examination being taken. Demonstrations of wet sets and comb-outs may be performed on a mannequin.
- F. Applicants shall comply with all infection control and safety standards required by R4-10-109 during the examination.
- G. Applicants who cannot appear for an examination shall notify the Board at least 48 hours before the scheduled examination in order to reschedule without paying another examination fee. Applicants who arrive to an examination after the examination has begun shall not be examined. Applicants who arrive after the examination has begun, and applicants who fail to appear for the scheduled examination without notifying the Board at least 48 hours before the examination, may reschedule only after paying another examination fee.
- H. Applicants shall supply equipment, supplies, tools, or implements, and a model. Applicants who choose to perform wet sets and comb-outs on a mannequin shall supply the mannequin.
- I. Current or former students or student instructors in aesthetics, cosmetology, or nail technology schools shall not be used as models in the live demonstration of aesthetics, cosmetology, or nail technology examinations.
- J. Examination materials shall not be made available to applicants for inspection or copying before, during, or after an examination.
- K. Notebooks, notes, tape recorders, and dictionaries shall not be allowed in either the written or practical sections of the examination for aestheticians, cosmetologists, or nail technicians. The examination administrator may exclude other items from the written or practical sections of the examination that may impede the fair administration or security of the examination. An applicant who copies or asks information from another applicant shall be dismissed from the examination and shall forfeit the examination fee.
- L. If an applicant has passed the examination but does not apply for an original license within one year after the date of the examination, the examination scores shall be voided.
- M. A written request to review a failed examination shall be made within 30 calendar days of the postmarked date of the examination scores. A written review by a representative of the Board shall be mailed to the applicant within 10 calendar days after the request for review has been received by the Board.

- N. The Board may accept a score on a written or practical examination from another jurisdiction if the examination was the same national examination administered in Arizona and the score is at least the same as the passing score that was required by the Board at the time the applicant took the examination in that jurisdiction. The applicant shall provide the Board with documentation to verify the previous passing score and that this score was received within one year of the date that the Board received the applicant's application.
- O. The Board shall conduct all examinations in English and applicants shall submit answers in English.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Former Section R4-10-108 renumbered to R4-10-111; new Section R4-10-108 renumbered from Section R4-10-104 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2).

R4-10-109. Instructor Examinations

- A. In addition to the requirements set forth in R4-10-104, examinations for instructor licenses in aesthetics, cosmetology, or nail technology shall contain both written and practical sections.
- B. The written aesthetician examination may include questions relating to the Arizona Cosmetology statutes (A.R.S. § 32-501 et seq.), Arizona Cosmetology rules as they relate to aesthetics (R4-10-101 et seq.) and questions from the following subjects:
 1. Skin treatments;
 2. Facial machines;
 3. Cosmetics;
 4. Product applications to skin;
 5. Depilatories;
 6. Artificial eyelashes;
 7. Lash and brow tinting;
 8. Salon management;
 9. Professional ethics;
 10. Consultation and analysis;
 11. Theory, principles, and methods of teaching;
 12. Dermatology;
 13. Massage;
 14. Infection control;
 15. Bacteriology;
 16. First aid;
 17. Hygiene;
 18. Chemistry;
 19. Histology;
 20. Anatomy;
 21. Physiology;
 22. Aromatherapy;
 23. Chromatology;
 24. Light therapy and electricity, as these subjects are related to salon services and the practice of aesthetics.
- C. The practical aesthetician examination may consist of a presentation of a theory class and a demonstration before at least one representative of the Board. Subjects shall be assigned at the time applicants are notified of their eligibility to take the examination.
 1. The theory class presentation may include any of the following subjects:
 - a. Skin treatments;
 - b. Cosmetics;
 - c. Product applications to skin;
 - d. Depilatories;
 - e. Artificial eyelashes;
 - f. Lash and brow tinting;
 - g. Salon management;

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- h. Professional ethics;
 - i. Facial machines;
 - j. Consultation and analysis;
 - k. Dermatology;
 - l. Massage;
 - m. Infection control;
 - n. Bacteriology;
 - o. First aid;
 - p. Hygiene;
 - q. Chemistry;
 - r. Histology;
 - s. Anatomy;
 - t. Physiology;
 - u. Aromatherapy;
 - v. Chromatology; and
 - w. Light therapy and electricity, as these subjects relate to salon services and the practice of aesthetics.
2. The demonstration may include any of the following subjects:
- a. Massage;
 - b. Skin treatments;
 - c. Facial machines;
 - d. Product applications to skin;
 - e. Depilatories;
 - f. Artificial eyelash application;
 - g. Lash and brow tinting;
 - h. Consultation and analysis; and
 - i. High frequency application.
- D.** The written cosmetologist examination may include questions relating to the Arizona Cosmetology statutes (A.R.S. § 32-501 et seq.), Arizona Cosmetology rules relating to cosmetology (R4-10-101 et seq.) and questions from the following subjects:
- 1. Chemical hair restructuring;
 - 2. Hair coloring;
 - 3. Nail technology;
 - 4. Aesthetics and makeup;
 - 5. Scalp and hair treatments;
 - 6. Salon management;
 - 7. Professional ethics;
 - 8. Shampooing and rinsing;
 - 9. Hair shaping;
 - 10. Hairstyling;
 - 11. Depilatories;
 - 12. Consultation and analysis;
 - 13. Theory, principles, and methods of teaching;
 - 14. Massage;
 - 15. Infection control;
 - 16. Bacteriology;
 - 17. First aid;
 - 18. Hygiene;
 - 19. Chemistry;
 - 20. Dermatology;
 - 21. Trichology;
 - 22. Onychology;
 - 23. Histology;
 - 24. Anatomy;
 - 25. Physiology; and
 - 26. Electricity as these subjects are related to salon services and the practice of cosmetology.
- E.** The practical cosmetologist examination may consist of a presentation of a theory class and a demonstration before least one representative of the Board. Subjects shall be assigned at the time applicants are notified of their eligibility to take the examination.
- 1. The theory class presentation may include any of the following subjects:
 - a. Chemical hair restructuring,
 - b. Hair coloring,
 - c. Nail technology,
 - d. Aesthetics and makeup,
 - e. Scalp and hair treatments,
 - f. Salon management,
 - g. Professional ethics,
 - h. Shampooing and rinsing,
 - i. Hair shaping,
 - j. Hairstyling,
 - k. Depilatories,
 - l. Consultation and analysis,
 - m. Massage,
 - n. Infection control,
 - o. Trichology,
 - p. Bacteriology,
 - q. First aid,
 - r. Hygiene,
 - s. Chemistry,
 - t. Dermatology,
 - u. Onychology,
 - v. Histology,
 - w. Anatomy,
 - x. Physiology, and
 - y. Electricity; and
 - z. Salon management as they relate to salon services and the practice of cosmetology.
2. The demonstration may include any of the following subjects:
- a. Chemical hair restructuring,
 - b. Hair coloring,
 - c. Nail technology,
 - d. Aesthetics and makeup,
 - e. Scalp and hair treatments,
 - f. Shampooing and rinsing,
 - g. Hair shaping,
 - h. Hairstyling,
 - i. Depilatories,
 - j. Massage, and
 - k. High frequency application.
- F.** The written nail technician examination may include questions relating to the Arizona Cosmetology statutes (A.R.S. § 32-501 et seq.), Arizona Cosmetology rules relating to nail technology (R4-10-101 et seq.) and questions from the following subjects:
- 1. Manicuring;
 - 2. Pedicuring;
 - 3. Salon management;
 - 4. Professional ethics;
 - 5. Artificial nail application;
 - 6. Nail wraps;
 - 7. Theory, principles, and methods of teaching massage;
 - 8. Infection control;
 - 9. Bacteriology;
 - 10. First aid;
 - 11. Hygiene;
 - 12. Chemistry;
 - 13. Dermatology;
 - 14. Onychology;
 - 15. Histology;
 - 16. Anatomy; and
 - 17. Physiology as these subjects are related to salon services and the practice of nail technology.
- G.** The practical nail technician examination may consist of a presentation of a theory class and a demonstration before at least one representative of the Board. Subjects shall be assigned at

the time applicants are notified of their eligibility to take the examination.

1. The theory class presentation may include any of the following subjects:
 - a. Manicuring,
 - b. Pedicuring,
 - c. Salon management,
 - d. Professional ethics,
 - e. Consultation and analysis,
 - f. Artificial nail applications, and
 - g. Nail wraps,
 - h. Massage,
 - i. Infection control,
 - j. Bacteriology,
 - k. First aid,
 - l. Hygiene,
 - m. Chemistry,
 - n. Dermatology,
 - o. Onychology,
 - p. Histology,
 - q. Anatomy, and
 - r. Physiology as these subjects relate to salon services and the practice of nail technology.
2. The demonstration may include any of the following subjects:
 - a. Manicuring,
 - b. Pedicuring,
 - c. Artificial nail applications, and

H. Each theory class presentation and each demonstration shall last approximately 30 minutes.

I. At the start of each instructor examination, the applicant shall identify, to the examination administrator, textbooks, visual aids, and other materials and submit to the examination administrator three copies of the lesson plan and clinic sheet to be used for the practical section of the examination. Lesson plans and clinic sheets shall include 10 questions correlating to the subjects assigned.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Former Section R4-10-109 renumbered to R4-10-112; new Section R4-10-109 renumbered from Section R4-10-105 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2).

R4-10-110. Reactivating an Inactive License

- A.** A cosmetology, nail technology, aesthetician, or instructor license that has been inactive for more than one year, but less than two years, may be reactivated by the licensee paying the delinquent renewal penalty and completing one of the following requirements.
1. Attending an Infection Control class and a Law Review class, offered by the Board, to be paid for by the licensee;
 2. Passing the written and practical portions of the state license examination; or
 3. Submitting documentation to the Board that the licensee has satisfied the educational requirements stated in subsection (D) below.
- B.** A license that has been inactive for more than two years, but less than 10 years, may be reactivated by the licensee paying the delinquent renewal penalty and completing one of the following requirements.
1. Passing the written and practical portions of the state license examination, or
 2. Submitting documentation to the Board that the licensee has satisfied the educational requirements stated in subsection (D) below.

- C.** If a license has been inactive for more than 10 years, the licensee shall complete all original licensing requirements.
- D.** To satisfy the educational requirements in A.R.S. § 32-518(D)(2) to reactivate a license, the licensee shall pay the delinquent renewal penalty and submit documentation to the Board that the licensee received the number of hours of training stated in subsections (D)(1), (2), or (3), while the license was inactive, in a school licensed to provide such training.
1. Aestheticians shall receive 120 hours of training.
 2. Cosmetologists shall receive 250 hours of training.
 3. Nail Technicians shall receive 80 hours of training.
- E.** To satisfy the educational requirements in A.R.S. § 32-518(D)(2) to reactivate an instructor's license, the licensee shall pay the delinquent renewal penalty and submit documentation to the Board that the instructor has completed one of the following requirements.
1. Received 200 hours of instructor's training, including methods of teaching, while the instructor's license was inactive, in a licensed aesthetics, cosmetology, or nail technology school; or
 2. Passed the written and practical portions of the state license examination;
- F.** The first 120 hours of aesthetics instructor training may be applied to reactivate an aesthetician license.
- G.** The first 250 hours of cosmetology instructor training may be applied to reactivate a cosmetology license.
- H.** The first 80 hours of nail technology instructor training may be applied to reactivate a nail technician license.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Former Section R4-10-110 renumbered to Section R4-10-113; new Section R4-10-110 renumbered from Section R4-10-107 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2).

R4-10-111. Display of Licenses and Signs

- A.** The name on an establishment's exterior sign, advertising, or publication shall be the same as the name on the establishment license issued by the Board. The establishment's exterior sign shall contain lettering at least 2 1/2 inches in height and identify the establishment as a school or a salon.
- B.** Schools shall prominently post a class schedule that lists the names of instructors and classes. The establishment and instructor licenses shall be displayed near the establishment entrance where visible to the public.
- C.** A licensee who is performing mobile services shall prominently display a duplicate of the establishment license from the salon where the licensee was dispatched and the licensee's license in the area where mobile services are being provided. The licensee's original license shall be prominently displayed in the salon from where the licensee was dispatched.
- D.** A copy of R4-10-109 shall be prominently posted in both the establishment and the mobile service area.
- E.** Salons shall prominently post a notice of salon services that are not regulated by the Board and are performed by people who are not licensed by the Board.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Former Section R4-10-111 renumbered to Section R4-10-114; new Section R4-10-111 renumbered from R4-10-108 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2).

R4-10-112. Infection Control and Safety Standards

- A.** Establishments, including all areas of employment, passageways, storerooms, and service rooms, shall be well lighted and

ventilated. These areas and dispensary fixtures shall be kept in an orderly, clean, and sanitary condition. There shall be a direct entrance into the licensed establishment. The entrance shall not be through living quarters. If connected to a residence, all doors and passageways between living quarters and the licensed establishment shall be closed. A licensed establishment shall not be used for living purposes or other residential use.

- B.** All supplies, equipment, tools, or implements used in performing aesthetics, cosmetology, or nail technology services that contact a person's skin or hair, except wax used for other than depilatory purposes, shall be either discarded, or cleaned and disinfected as provided in subsections (D), (E), and (F), after each contact. The disinfectant used shall be an Environmental Protection Agency registered, hospital grade, bactericidal, virucidal, and fungicidal that is mixed and used according to the manufacturer's directions. A chlorine bleach disinfectant shall be permitted to clean and disinfect counters and linens.
- C.** All supplies, equipment, tools, and implements shall be kept clean, disinfected, free from defects, and in good repair. Cutting equipment shall be kept sharp.
- D.** Each establishment shall have the following set up at all times during business hours:
 - 1. A covered, wet disinfectant container made of glass, stainless steel, or the type of container recommended by the manufacturer of the product it contains. The disinfectant shall be the type specified in R4-10-109(B). The solution shall be mixed and used according to manufacturer's instructions for dilution and immersion time. The container shall be large enough to completely immerse all combs, brushes, and other tools or implements used by licensees and shall contain the appropriate amount of solution for the number of items to be disinfected. The disinfectant shall be changed whenever necessary as determined by manufacturer's instructions or when visibly cloudy or contaminated, whichever first occurs. A separate covered container with wet disinfectant shall be maintained for each nail technician and aesthetician during nail technology and aesthetic procedures, large enough to completely immerse the contact areas of all nail technology and aesthetic tools or implements. The disinfectant shall be changed between clients.
 - 2. Covered containers that are disinfected and dry to store disinfected tools and implements.
 - 3. Written emergency procedures and a first-aid kit readily accessible to all people working in the establishment. The first-aid kit shall contain small bandages, gauze, and anti-septic.
 - 4. Hot and cold running water for work and sanitary purposes. Drinking water shall also be supplied for clients and employees that complies with state and local health department requirements.
 - 5. Garbage containers, which shall be emptied, cleaned, and disinfected daily. These containers shall not leak.
 - 6. Soiled linen containers that are ventilated. Clean towels, robes, or gowns shall be provided for each client and shall be laundered after every use. Laundered towels, robes, or gowns shall be stored in cabinets with tight-fitting doors, kept closed to protect linens from dust and dirt. All linens shall be disinfected during the wash cycle using detergent and bleach.
 - 7. Ventilation and air filtration system capable of four to 10 air changes per hour. Ventilation shall be designed to provide free flow of air to each room, in proportion to the size, use, and capacity of the room, to prevent the build-up of emissions and particulates, to keep odors and diffusions from chemicals and solutions at a safe level, and to provide sufficient air circulation and oxygen. Ventilation may be by natural or mechanical means.
- E.** Plastic, rubber, natural bristles, nail files, clipper attachments, aesthetic sponges, wood, and pedicure bins shall be thoroughly cleaned, disinfected, and dried between each client, as follows:
 - 1. Pre-clean with soap and water to remove hair, filings, or other debris;
 - 2. Rinse thoroughly and pat dry with a clean towel;
 - 3. Disinfect according to R4-10-109(D)(1);
 - 4. Rinse and dry thoroughly; and
 - 5. Keep clean according to R4-10-109(D)(2).
- F.** All tools or implements shall be disinfected by complete immersion after each use. Tools or implements shall be removed from the disinfectant using tongs, baskets, or any manner that does not contaminate the disinfectant solution, and placed on a clean dry towel for air drying. Tools or implements that contact skin, but cannot be immersed into disinfectant because they are electrical, shall be wiped or sprayed with a type of disinfectant listed in R4-10-109(A) after each use.
- G.** Separate containers shall be used for soiled linens and for garbage. All clean linens shall be kept in a clean, closed cabinet or container. Only clean linens or new disposable linens shall be used on each client. Clients shall be protected from direct contact with shampoo bowls or items used to protect clients' clothing by the use of clean towels or protective neck strips.
- H.** Counters and work areas shall be disinfected after each client. Hair and nail clippings shall be discarded immediately after each client.
- I.** Each establishment shall have at least one restroom for employees' and clients' use. All rest rooms shall be kept clean and sanitary at all times and shall have a wash basin, hot and cold running water, and an adequate supply of toilet paper, liquid soap, and disposable towels. Rest rooms shall not be used for storing materials other than rest room supplies, unless they are placed in a locked cabinet.
- J.** Students, licensees, and employees shall thoroughly wash their hands and the exposed portions of their arms with soap and warm water, or use a wet disinfectant approved for use on the skin, before providing services to each client, after smoking, drinking, or using the rest room. Services shall not be performed by a licensee who has a contagious disease of a nature that may be transmitted by performing the service unless the licensee takes medically approved measures to prevent transmission of the disease. Services shall not be performed to an individual who has a contagious disease of a nature that may be transmitted by the performing of the services.
 - 1. In the event of a wound, licensees and employees shall stop service and, before returning to service, clean the wound with an antiseptic solution, cover the wound with a sterile bandage, and, if the licensee's or employee's wound is in an area that could be covered by a glove or finger cover, wear a clean, fluid-proof protective glove or finger cover, or wear gloves on both hands if the wound is on the client.
 - 2. Licensees and employees shall wear, clean, fluid-proof protective gloves while performing any service if any bodily discharge is present from the licensee, employee, or client or if any discharge is likely to occur from the client because of services being performed.
 - 3. Blood-stained tissue, cotton, or other blood-contaminated material shall be placed in a sealed plastic bag and that plastic bag shall be placed into another plastic bag, which is labeled with a red or orange biohazard warning and discarded.

4. All equipment, tools, and implements that have come in contact with blood or body fluids shall be disinfected before continued service by complete immersion in an Environmental Protection Agency registered, hospital grade, and tuberculocidal disinfectant that is mixed and used according to the manufacturer's directions.
- K. All products that are used on more than one client shall be stored in a labeled, clean, closed container and dispensed using a disinfected spatula or in another manner that does not contaminate the remaining contents of the product. Once dispensed, a product may not be returned to the original container or used on another client.
- L. All trays, floors, walls, chairs, headrests, footrests, tools, and other implements shall have a cleanable surface and shall be free from dust, dirt, and other foreign material. Headrests and footrests shall be covered with a clean towel or new disposable towel for each client. Shampoo bowls shall be kept clean and disinfected and drains shall be kept free running.
- M. Product containers, including water, shall be labeled to identify contents. All chemicals shall be labeled and stored in compliance with state and local laws and manufacturer's instructions to ensure identification and protection against fires, fumes, contamination, or corrosion of containers. Corroded containers shall be immediately discarded.
- N. Services shall be performed safely to protect the licensee and clients. Double bracing shall be used around the eyes, ears, lips, fingers, and toes. Clips or other implements shall not be placed in mouths or pockets.
- O. Birds and animals, except for fish aquariums and seeing-eye or hearing-ear dogs, shall be prohibited in establishments.
- P. Powder puffs, styptic pencils, lump alum, and the reuse of end papers and depilatory wax are prohibited. Dermaplane procedures, blades, knives, lancets, and any tool that invades the skin shall not be used in a salon or school. Nippers may be used only to remove loose cuticles. Only chemical peels containing a maximum of 2% phenol and 37 to 40% neutralized glycolic acid may be used.
- Q. All establishments shall comply with federal and state occupational safety and health requirements.
- R. A client's personal cosmetology implements or tools are subject to these rules.
- S. All clients' hair and scalp shall be examined before hair services are provided to determine if any conditions are present that warrant shampooing before providing services, or whether to proceed with services.
- T. Leather storage pouches shall not be used to store disinfected tools or implements.
- U. Nail technology licensees and clients shall wash their hands with soap and warm water or wipe with disinfectant, or waterless hand cleanser approved for use on skin, prior to service. Prior to a pedicure, the client's feet shall be cleansed with soap and warm water or wiped with a disinfectant approved for use on skin.
- V. Prior to aesthetics services, licensees shall wash their hands with soap and warm water or wipe with a disinfectant or waterless hand cleanser approved for use on skin.
- W. Instructors in a school shall wash their hands with soap and warm water or wipe with a disinfectant approved for use on skin prior to checking student services on clients.
- X. Sharp cosmetology tools and implements shall be sealed in a rigid, puncture-proof container and disposed of in a manner to keep licensees and clients safe.

Historical Note

Section R4-10-112 renumbered from former Section R4-10-33 and amended effective April 9, 1996 (Supp. 96-2).

Former Section R4-10-112 renumbered to Section R4-10-115; new Section R4-10-112 renumbered from Section R4-10-109 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2).

R4-10-113. Establishment Management

- A. The manager of each establishment shall ensure that:
 1. Licenses, notices, and the Board's most recent inspection sheet are prominently displayed;
 2. The establishment and all licensees in a salon, school, or a mobile service area have current licenses;
 3. Infection control and safety standards are maintained.
- B. The salon and school owner and salon and school manager or director shall be responsible for all violations enumerated in subsection (A), occurring within the salon, school, or mobile service areas.
- C. If a salon owner rents or leases space within the salon to a person who obtains a separate salon license, that second licensee and their salon manager and the owner shall each be responsible for all violations of requirements enumerated in subsection (A) occurring within the second licensee's licensed portion of the salon, and are each responsible for the common areas.

Historical Note

New Section R4-10-113 renumbered from Section R4-10-110 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2).

R4-10-114. Disciplinary Action

- A. Licensees shall permit an inspector or Board representative to inspect the premises of any salon or school, or other location identified by a complaint or the Board, alleging the location is operating a salon or school.
- B. Board action is required to dismiss a complaint.

Historical Note

New Section R4-10-114 renumbered from Section R4-10-111 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2).

R4-10-115. Rehearing or Review of Decisions

- A. Except as provided in subsection (G), any party in a contested case before the Board who is aggrieved by a decision rendered in such case may file with the Board, not later than 15 calendar days after service of the decision, a written motion for rehearing or review of the decision specifying particular grounds therefor. For purposes of this subsection, a decision shall be deemed to have been served when personally delivered or mailed by certified mail to the party's last known residence or place of business.
- B. A motion for rehearing or review may be amended at any time before it is ruled upon by the Board. A response may be filed within 10 calendar days after service of such motion or amended motion by any party. The Board may require the filing of written briefs upon the issues raised in the motion and may provide for oral argument.
- C. A rehearing or review of the decision may be granted for any of the following causes materially affecting the moving party's rights:
 1. Irregularity in the administrative proceedings of the agency or its hearing officer or the prevailing party, or any order or abuse of discretion, whereby the moving party was deprived of a fair hearing;
 2. Misconduct of the Board or its hearing officer or prevailing party;
 3. Accident or surprise which could not have been prevented by ordinary prudence;

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4. Newly discovered material evidence which could not with reasonable diligence have been discovered and produced at the original hearing;
 5. Excessive or insufficient penalties;
 6. Error in the admission or rejection of evidence or other errors of law occurring at the administrative hearing; or
 7. A decision which is not justified by the evidence or is contrary to law.
- D.** Not later than 10 calendar days after the Board's receipt of a motion for rehearing or review, the Board may affirm or modify the decision or grant a rehearing or review to any of the parties and on all or part of the issues for any of the reasons set forth in subsection (C). An order granting a rehearing or review shall specify with particularity the ground or grounds on which the rehearing or review is granted, and the rehearing or review shall cover only those matters so specified.
- E.** Not later than 15 calendar days after a decision is rendered, the Board may on its own initiative, order a rehearing or review of its decision for any reason for which it might have granted a rehearing or review on motion of a party. After giving the parties or their counsel notice and an opportunity to be heard on the matter, the Board may grant a motion for rehearing or review for a reason not stated in the motion. In either case the order granting such a rehearing or review shall specify the grounds therefor.
- F.** When a motion for rehearing or review is based upon affidavits, they shall be served with the motion. An opposing party may, within 10 calendar days after such service, serve opposing affidavits, which period may be extended for an additional period not exceeding 20 calendar days by the Board for good cause shown or by written stipulation of the parties. Reply affidavits may be permitted.
- G.** If in a particular decision the Board makes specific findings that the immediate effectiveness of the decision is necessary for the immediate preservation of the public peace, health, or safety and that a rehearing or review of the decision is impractical, unnecessary, or contrary to the public interest, the decision may be issued as a final decision without an opportunity for rehearing or review. An application for judicial review of the decision shall be made within the time limits permitted for applications for judicial review of the Board's final decisions.
- H.** For purposes of this Section, the terms "contested case" and "party" shall be defined as provided in A.R.S. § 41-1001.

Historical Note

New Section R4-10-115 renumbered from Section R4-10-112 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2).

Table 1. Time-frames (in days)

Type of Approval	Statutory Authority	Overall Time-frame	Administrative Completeness Time-frame	Substantive Review Time-frame
Approval to Take an Examination	A.R.S. §§ 32-514, 32-515, 32-533	90	60	30
License by Examination	A.R.S. §§ 32-510, 32-511, 32-512, 32-531	60	30	30
License by Reciprocity	A.R.S. §§ 32-513, 32-532	60	30	30
School License	A.R.S. § 32-551	90	30	60
License Renewal	A.R.S. §§ 32-517, 32-535, 544, 32-564	75	45	30
Salon License	A.R.S. §§ 32-541, 32-542	90	30	60
License Reactivation	A.R.S. § 32-518	30	15	15

Historical Note

New Table adopted by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2).

ARTICLE 2. SCHOOLS

Editor's Note: The Board of Cosmetology repealed or renumbered Sections with the old Administrative Code numbering scheme and adopted new Sections under the current numbering scheme (Supp. 96-2). The old and new Sections cannot be shown in numerical order because of the two Articles; therefore the old numbers are not shown here. Please refer to this Chapter as published in Revised Format 6-92 for historical note information on the old numbered Sections.

R4-10-201. Application for a School License; Renewal

- A.** An applicant for a school license shall submit the documents required in A.R.S. § 32-551 and:

1. Submit an application on a form provided by the Board, signed by the applicant, and notarized that contains:
 - a. The applicant's name, address, social security number, and telephone number;
 - b. If a partnership, each partner's name and address and an identification of whether a limited or general partner;
 - c. If a corporation, the state of incorporation and the name, title, and address of each officer of the corporation;
 - d. The name under which the school will be operated;
 - e. The name and address of the Board licensed instructor who is in charge of the school;

- f. If an existing school, the date the applicant will be assuming ownership;
- g. If a new school, the date of scheduled opening of the school;
- 2. If a corporation, submit the articles of incorporation;
- 3. Submit an 8 1/2" by 11" floor plan of the school;
- 4. Submit an uncompleted contract form required by A.R.S. § 32-558;
- 5. Submit a schedule that includes the hours of each day and each day of a calendar week during which the school will be open for instruction;
- 6. Submit a proposed schedule of classes to be taught at the school;
- 7. Submit a school catalog containing the information required by A.R.S. § 32-559;
- 8. Demonstrate compliance with A.R.S. § 32-551 through § 32-575 and these rules through a school inspection conducted by the Board; and
- 9. Submit the fee required in R4-10-102.
- B.** In addition to the requirements in R4-10-107, a licensee shall submit the following when renewing a license:
 - 1. An updated floor plan not exceeding 8 1/2" by 11" for all structural improvements;
 - 2. The most recent school catalog showing:
 - a. Any modifications, additions, or deletions;
 - b. An index reflecting where the information required by A.R.S. § 32-559 is located in the catalog; and
 - c. The names of each accrediting or approving organization.
 - 3. A subject description of each new course and its schedule;
 - 4. A new operating schedule if changes occur;
 - 5. The name and address of any new statutory agent;
 - 6. If the school changes its name, a request for approval of the name and the fee required in R4-10-102; and
 - 7. The name and license number of the current manager of the school.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Section repealed; new Section adopted by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2).

R4-10-202. School Closure

- A.** For purposes of A.R.S. § 32-563, the Board may consider a school to be closed if it fails for five consecutive school days to provide instruction in accordance with its schedule of operations on file with the Board.
 - 1. All enrolled students and employees shall be notified by the school in writing of a pending closure at least five calendar days before closure of the school, unless the time of such closure could not have been anticipated. A copy of the notice shall be sent to the Board at the time it is delivered to the students and employees. The students' and employees' personal belongings, including equipment, tools, and implements shall be released to each student or employee immediately upon request.
 - 2. Student records as specified by A.R.S. § 32-563 shall be sent to the Board within 10 calendar days after the school closure, including:
 - a. Copies of hour sheets documenting all student hours and the current time cards or time records received by the student after the last monthly report before the school closure as specified by R4-10-204;
 - b. A copy of the file of each student who was enrolled the last school day prior to closure as specified by R4-10-204. If a teachout was arranged with another

school which agreed to complete the training, the student's file shall be transferred to that school; and

- c. A written statement signed by each enrolled student verifying the school's compliance with subsection (A)(1) as it applies to students.

- B.** Failure to comply with subsection (A) may be grounds for refusal to issue a school license to an owner, manager, director, or instructor of the school at the time of the school closure.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2).

R4-10-203. General School Requirements

- A.** Aesthetic, cosmetology, and nail technology schools shall comply with R4-10-109 and have the following minimum facilities, equipment, supplies, and materials:
 - 1. One area of instruction for every 20 students;
 - 2. A licensed instructor as manager or director;
 - 3. A desk, table, and chair, or other instructional fixtures and facilities for each student during theory instruction;
 - 4. Filing cabinets to hold all school and student records;
 - 5. An instruction board in each room used for instruction;
 - 6. At least 2 cubic feet of individual locked area with a different locking device for each enrolled student and each instructor to store personal objects and training kits;
 - 7. A sink area for each 50 students in attendance for the preparation, mixing, and dispensing of supplies and chemicals, and for the disinfection of small tools or implements;
 - 8. At least one restroom meeting the requirements of R4-10-109;
 - 9. Separate receptacles for garbage and soiled linens; and
 - 10. One container for wet disinfectant when performing aesthetics and nail technology as specified by R4-10-109.
- B.** The school shall furnish the appropriate amount of equipment, tools, implements, materials, and supplies needed to perform assignments and for instructional purposes, except that the school may require each student to furnish small tools or implements. All equipment, tools, and materials shall be salon quality and maintained in good repair at all times.
- C.** The school shall have a library for student use which contains at least the following materials relating to the course or courses offered by the school:
 - 1. Standard dictionary;
 - 2. Medical dictionary;
 - 3. Anatomy chart on bones, muscles, nerves, hands, arms, nails, veins, arteries, circulatory system, hair, and skin;
 - 4. Three current periodicals on the art and science of cosmetology;
 - 5. Current cosmetology instruction manuals or textbooks;
 - 6. Current Arizona Cosmetology laws and rules governing the practice of aesthetics, cosmetology, and nail technology; and
 - 7. A cosmetology dictionary.
- D.** Each school shall maintain a complete file on all current curriculum requirements.
- E.** Schools may award reduced tuition, scholarships, and grants to students. Schools shall not pay salaries to enrolled students other than student instructors.
- F.** Licensed schools may offer postgraduate or advanced continuing education cosmetology courses without a licensed instructor present; however, credit hours toward graduation or licensure shall not be granted.
- G.** Individuals licensed pursuant to A.R.S. § 32-501 et seq. may re-enroll in a licensed school for a refresher course. Credit hours for training received during regular school hours shall be submitted to the Board.

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- H.** Schools shall establish a periodic grading schedule and keep student transcripts current.
- I.** Schools shall schedule a minimum of four hours of theory classes each week for each full-time student and a minimum of two hours of theory classes each week for each part-time student.
- J.** Safety and infection control measures relating to each subject shall be taught in conjunction with that subject.
- K.** Schools shall not solicit students for enrollment on the site of other schools.
- L.** While in school, instructors shall wear a tag indicating their name and courses they teach.
- M.** Schools shall ensure compliance with the following:
 1. Students shall attend school no more than 56 hours in any one week.
 2. Students shall operate only safe equipment in good repair.
 3. Students of aesthetics, cosmetology, and nail technology shall perform services within the course in which they are enrolled, upon the public or fellow students, only in the presence of a licensed instructor and, except for shampooing, only after completing the basic training specified in R4-10-303, R4-10-304, and R4-10-305 prescribing their curriculum.
 4. Students shall not be prevented or discouraged from making a complaint to the Board.
 5. Students may receive a maximum of 16 hours credit for field trips if the trip has been approved by the Board. One licensed instructor shall accompany no more than 20 students.
 6. Students shall not be dismissed from a scheduled theory instruction or written or practical examination to perform clinical services to the public; and
 7. While in school, each student shall wear a tag indicating their name and the course in which they are enrolled.
- 4. Current academic transcripts and attendance and hour records or time cards for Board inspection.
- D.** A monthly report submitted to the Board shall be postmarked no later than the 10th day of each month. The monthly report shall include:
 1. The name, student identification number, enrollment date, address, telephone number, and birth date of each student enrolled in the school since the prior monthly report;
 2. The enrollment category of each student, as nail technology, cosmetology, aesthetics, or student instructor;
 3. The type of education documentation received by the school to prove that each student is qualified to enroll in cosmetology school;
 4. The name, license number, and work schedule of the instructor in charge of the school, and name of the custodian of records;
 5. The name, license number, and dates of employment of each instructor employed by the school;
 6. The signature of the instructor who prepares and certifies the report as being true and correct;
 7. The name of student instructors and current aesthetician, cosmetologist, or nail technician license number from any state or country;
 8. For each demonstration given, the name of the demonstrator, the name of the observing instructor, the name of the process or product demonstrated, the number of students in attendance, and the name of the course in which the demonstration was given;
 9. Documentation at the time of the first reporting period after enrollment certifying a student's credit hours from a prior enrollment in any school, or crossover hours as specified by R4-10-306;
 10. Total hours received by each student during the month of the report. This total shall not be amended without satisfactory proof of error;
 11. Signature of each student verifying approval of the certified hours;
 12. Certification of those students who have met the graduation requirements of the school, including the day, month, and year of graduation; and
 13. The notation "transferred", "withdrawn", or "leave of absence" for students who discontinue training, and the day, month, and year training was discontinued. Documentation to certify the hours earned by the student prior to discontinuing shall be provided to the student.
- E.** A person who has registered for the Board examination and has completed the required hours for graduation, but stays in school until the date of the examination, shall be credited for the additional hours earned after graduation.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2).

R4-10-204. School Records

- A.** Student records shall be kept at the school where the student is enrolled and are subject to inspection by the Board at all times.
- B.** When a student transfers from one school to another, the school from which the student is transferring shall keep a copy of the student's transcript and shall forward one copy to the student and another copy to the Board.
- C.** Each school shall keep:
 1. A record of the time devoted by each student to the enrolled course of study;
 2. Records which show the basis for certification of the student hours. Schools shall certify only those hours of training received by the student in that school; and
 3. An individual student file for each student enrolled containing:
 - a. Contract and enrollment agreement;
 - b. Financial aid transcript;
 - c. Proof of 10th grade equivalency for a student enrolled in an aesthetics, cosmetology, or nail technology course, and proof of high school equivalency for a student enrolled as an instructor as specified by R4-10-101;
 - d. Identification numbers;
 - e. Proof of one year of licensed work experience for a student instructor in aesthetics, cosmetology, or nail technology;
 - f. A signed statement indicating receipt of contracted supplies, materials, instruction manual, or textbook, and Arizona Cosmetology laws and rules;

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2).

R4-10-205. Aesthetic School Requirements

- A.** Schools which provide aesthetics 600-hour training for students, 500-hour training for instructors, or both, shall provide the following minimum facilities, equipment, supplies, and materials in addition to that required by R4-10-203 and R4-10-204:
 1. A work station for each student in attendance to perform aesthetics services to the public, each having:
 - a. A facial chair or table;
 - b. A table top which is 32" by 16" or larger;
 - c. A mirror that is at least 4" by 4" when performing services on a client;

- d. A dry, disinfected, covered container to store disinfected tools and implements as specified by R4-10-109; and
 - e. A receptacle for contaminated tools or implements.
 - 2. One steamer, vaporizer, or pulverizer machine for every 12 students in attendance;
 - 3. One galvanic current machine;
 - 4. One suction or vacuum machine with a comedone extractor and a sebum extractor for every 12 students in attendance;
 - 5. One high frequency Tesla or violet ray unit and a facial electrode for every 12 students in attendance;
 - 6. One magnifying lamp for every 12 students in attendance;
 - 7. One therapeutic lamp for every 12 students in attendance;
 - 8. Cleansing cream;
 - 9. Massage cream;
 - 10. Astringent, toner, and mist;
 - 11. Mask or pack;
 - 12. Chemical and physical depilatories;
 - 13. Artificial eyelashes; and
 - 14. Cosmetics
- B.** Each student shall have a student training kit for each aesthetics student enrolled containing the following:
- 1. One standard textbook for professional aestheticians and Arizona cosmetology laws and rules;
 - 2. One set of four facial brushes without defects;
 - 3. One professional tweezer;
 - 4. One disinfected, covered container to store disinfected tools and implements as specified by R4-10-109; and
 - 5. A container for contaminated tools or implements.
- 9. One nail technology table with a 32" x 16" or larger top for each 10 students in attendance during practical instruction;
 - 10. A facial work station for each aesthetic student in attendance during practical instruction;
 - 11. A receptacle large enough to completely immerse both feet, for each 20 cosmetology students in attendance during practical instruction;
 - 12. One ultraviolet light in each school;
 - 13. One electric or battery-operated nail drill for filing and buffing; and
 - 14. Nail products for acrylics, gels, tips, wraps, and polishing.
- B.** Each enrolled student shall have a nonreturnable student training kit containing:
- 1. One instruction manual or textbook of cosmetology, and Arizona Cosmetology laws and rules;
 - 2. One mannequin with sufficient hair on which to practice cosmetology;
 - 3. Combs and brushes without defects;
 - 4. One electric curling iron with a Marcel-type handle;
 - 5. One razor;
 - 6. One cutting shear; and
 - 7. One disinfected, covered container to store disinfected tools and implements as specified by R4-10-109.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2).

R4-10-207. Nail Technology School Requirements

- A.** Schools which provide nail technology 300-hour training for students, 350-hour training for instructors, or both, shall provide the following minimum facilities, equipment, supplies and materials, in addition to that required by R4-10-203 and R4-10-204:
- 1. A work station to perform of nail technology services for the public for each student enrolled, containing:
 - a. A nail technology table with a top 32" x 16" or larger;
 - b. A client chair;
 - c. A nail technology chair or stool;
 - d. A disinfected, covered container to store disinfected tools and implements as specified by R4-10-109;
 - e. A receptacle with wet disinfectant as specified by R4-10-109;
 - f. A container for disinfected tools or implements;
 - g. A garbage receptacle; and
 - h. A light;
 - 2. One electric or battery-operated nail drill for filing and buffing;
 - 3. One container large enough to completely immerse both feet, for every five students in attendance during practical training;
 - 4. Nail products for acrylics, gels, tips, wraps, and polishing; and
 - 5. One ultraviolet light.
- B.** Each enrolled nail technology student shall have a training kit containing:
- 1. One simulated hand or finger for practice training;
 - 2. Disinfected tools, including pusher, nipper, file or emery boards, tweezer, nail brush, finger bowl, buffers, artificial nail products kit, wrap kit, two dappen dishes, polish kit, nail forms, and one brush product applicator to enable the student to perform nail technology;
 - 3. One covered container to store disinfected tools and implements as specified by R4-10-109;
 - 4. A container for contaminated tools or implements; and

R4-10-206. Cosmetology School Requirements

- A.** Schools which provide cosmetology 1600-hour training for students, 650-hour training for instructors, or both, shall provide the following minimum facilities, equipment, supplies, and materials in addition to that specified by R4-10-203 and R4-10-204:
- 1. A work station for each student in attendance performing cosmetology services to the public for a fee, each having:
 - a. A mirror that is at least 18" by 30" when performing services on a client;
 - b. A table top or counter;
 - c. A client chair;
 - d. A disinfected, covered receptacle to store disinfected tools and implements, as specified by R4-10-109; and
 - e. A container for contaminated tools or implements;
 - 2. One shampoo basin for each 10 students in attendance during practical instruction;
 - 3. One hand-held hair dryer for each student in attendance during practical instruction;
 - 4. One hooded dryer for each seven students in attendance during practical instruction;
 - 5. One high frequency Tesla or violet ray unit, including a facial and scalp electrode, for each 20 students in attendance during practical instruction;
 - 6. One electric clipper for each five students in attendance during practical instruction;
 - 7. Chemical and physical depilatories;
 - 8. Chemical hair straighteners including:
 - a. Thioglycolate, and
 - b. Sodium hydroxide.

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5. One instruction manual or textbook of nail technology, and Arizona Cosmetology laws and rules.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2).

R4-10-208. Combined School Requirements

- A. The following hours are required to graduate:
 1. Aesthetics course - 600 hours,
 2. Aesthetic instructor course - 500 hours,
 3. Cosmetology course- 1600 hours,
 4. Cosmetology instructor course - 650 hours,
 5. Nail technology course- 300 hours, and
 6. Nail technology instructor course - 350 hours.
- B. Schools that provide training in all of the above courses shall have the minimum records, facilities, equipment, supplies, and materials required by:
 1. R4-10-203,
 2. R4-10-204,
 3. R4-10-205(A)(1) through (14) except (1) is one work station for each two aesthetics students enrolled,
 4. R4-10-206, and
 5. R4-10-207(A)(1) through (5) except (1) is one work station for each two nail technology students enrolled.
- C. Schools that provide the curriculum specified in subsections (A)(3), (4), (5), and (6) shall have the minimum records, facilities, equipment, supplies, and materials required by:
 1. R4-10-203,
 2. R4-10-204,
 3. R4-10-206, and
 4. R4-10-207(A)(1) through (5) except (1) is one work station for each two nail technology students enrolled.
- D. Schools that provide the curriculum as specified in subsections (A)(1), (2), (3), and (4) shall have the minimum records, facilities, equipment, supplies, and materials required by:
 1. R4-10-203,
 2. R4-10-204,
 3. R4-10-205(A)(1) through (14) except (1) is one work station for each two aesthetic students enrolled, and
 4. R4-10-206.
- E. Schools that provide the curriculum as specified in subsections (A)(1), (2), (5) and (6) shall have the minimum records, facilities, equipment, supplies, and material required by:
 1. R4-10-203,
 2. R4-10-204,
 3. R4-10-205, and
 4. R4-10-207.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2).

R4-10-209. Demonstrators; Exclusions

- A. A person who does not hold an instructor license shall not teach in a school but may demonstrate to enrolled students any process, product, or appliance when an instructor is present and observing the demonstration.
- B. When demonstrating on a model, the demonstrations shall be confined to an explanation of the products, procedures, and appliances being promoted.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2).

ARTICLE 3. STUDENTS**R4-10-301. Instruction; Licensed Individuals**

No hours toward licensing shall be granted for instruction unless it is part of the approved course training, provided by or in the presence of a licensed instructor in a licensed school, except that up to

16 hours of field trips may be granted toward licensing if the field trips for which those hours were granted were part of the approved course training, provided by or in the presence of a licensed instructor.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2).

R4-10-302. Instructor Curriculum Required Hours

- A. The following number of hours shall be completed by each student in an instructor course of aesthetics, cosmetology, or nail technology:

Subject	Aesthetics	Cosmetology	Nail Technology
1. Orientation	16	16	16
2. Theory, principles, or methods of teaching	200	250	125
3. Practical demonstrations	100	150	80
4. Conducting theory classes	40	60	30
5. Clinic floor work	100	130	65
6. Arizona cosmetology laws and rules	10	10	5
7. Record preparation	10	10	5
8. Evaluation and unassigned	24	24	24

- B. No more than 20% of the total training hours shall be spent checking clinical floor work.
- C. A maximum of 10% of the hours required for any subject in a course may be spent on another subject in that course. The actual hours spent on each subject in a course shall not be less than 90% of the number of hours required in subsection (A). This does not apply to evaluation and unassigned.
- D. Curriculum hours for theory, principles, or methods of teaching may be satisfied by credits obtained from an accredited college or university.
- E. All instruction given by a student instructor shall be under the direct supervision and observation of a licensed instructor.
- F. Student instructors shall be counted as students for purposes of determining the maximum allowed ratio of 20 students for each teacher in the school.
- G. No student instructor shall instruct students or check student services performed on the public until the student instructor has received at least 120 hours of basic instructor training.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2).

R4-10-303. Aesthetic Curriculum Required Hours

- A. The following number of hours shall be completed by each student in an aesthetics course:
 1. Theory of aesthetics, Arizona aesthetician laws and rules, 75 hours;
 2. Practical aesthetics and practical theory involving all skin types:
 - a. Consultation and analysis, 25 hours;
 - b. Preparation and cleansing, 25 hours;
 - c. Massage, 75 hours;
 - d. Manual facial, 75 hours;
 - e. Electrical facial, 100 hours;
 - f. Packs and masks, 30 hours;
 - g. Light therapy, 10 hours;
 - h. Cosmetics application, 75 hours;
 - i. Physical and chemical depilatories, 30 hours;
 - j. Artificial eyelash application, 20 hours;
 - k. Creative preference, 25 hours; and
 - l. Disinfection procedures, 35 hours.

3. The total received shall be at least 600 hours.
- B.** No aesthetics school shall receive remuneration for students performing clinical services to the public until the student has received 120 hours of basic training.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2).

R4-10-304. Cosmetology Curriculum Required Hours

- A.** The following number of hours shall be completed by each student in a cosmetology course:
 1. Theory of cosmetology, Arizona cosmetology laws and rules, 200 hours;
 2. Practical cosmetology and practical theory, involving all hair and skin types:
 - a. Monitor duties, salesmanship, ethics, and salon management, 35 hours;
 - b. Chemical hair restructuring, including permanent waving and chemical hair relaxing, specifically thioglycolate and sodium hydroxide, 230 hours;
 - c. Hair coloring, including tinting and bleaching, 230 hours;
 - d. Haircutting, 230 hours;
 - e. Hairstyling, pressing, thermal curling, and waving, 230 hours;
 - f. Facials and makeup, including massage and physical and chemical depilatories, 100 hours;
 - g. Massage, 100 hours;
 - h. Manicuring, pedicuring, sculpture nails, extensions, wraps, overlays, and related services, 75 hours;
 - i. Shampooing, conditioning, re-conditioning, rinse application, and chemical removal, 50 hours;
 - j. Scalp treatment and brushing, 20 hours;
 - k. Electricity and light therapy as related to the practice of cosmetology, 10 hours;
 - l. Creative preference, 40 hours; and
 - m. Disinfection procedures, 50 hours.
 3. The total number of hours received shall be at least 1600.
- B.** No cosmetology school shall receive remuneration for students performing any clinical services, except shampooing, to the public until the student has received at least 300 hours of cosmetology training.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2).

R4-10-305. Nail Technology Curriculum Required Hours

- A.** The following number of hours shall be completed by each student in a nail technology course:
 1. Theory of manicuring, Arizona nail technology laws, and rules, 50,
 2. Practical manicuring and practical theory:
 - a. Extensions, wraps, and overlays, 50 hours;
 - b. Nail sculpturing, 80 hours;
 - c. Manicuring, 35 hours;
 - d. Pedicuring, 30 hours;
 - e. Massage on hands, arms, legs, and feet, 10 hours;
 - f. Monitor duties, 10 hours;
 - g. Creative preference, 10 hours; and
 - h. Disinfection procedures, 25 hours.
 3. The total hours received shall be at least 300.
- B.** No nail technology school shall receive remuneration for students performing clinical services to the public until the student has received at least 80 hours of nail technology training.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2).

R4-10-306. Curriculum Hours

- A.** Hours of training received in an aesthetic, cosmetology, or nail technology course shall not apply toward receiving an instructor's license.
- B.** Hours of training received in an instructor course shall not apply toward receiving an aesthetician, cosmetologist, or nail technician license but shall apply toward reactivation of an aesthetics, cosmetology, or nail technology license if the instructor hours are received after inactive status occurs.
- C.** The following hours shall be applied toward licensing:
 1. 25% of the hours of training received in a nail technology course toward a cosmetologist license;
 2. 30% of the hours of training received in an aesthetics course toward a cosmetologist license;
 3. 7% of the hours of training received in a cosmetology course toward a nail technician license;
 4. 15% of the hours of training received in a cosmetology course toward an aesthetician license;
 5. 50% of the hours of training received in a barber course toward a cosmetologist license;
 6. 100% of the hours of training received by a licensed cosmetologist in a nail technology instructor course toward an aesthetics instructor license; however, the remaining required hours shall be received in an aesthetics or cosmetology school;
 7. 100% of the hours of training received by a licensed cosmetologist in a nail technology instructor course toward a cosmetology instructor license; however, the remaining required hours shall be received in a cosmetology school;
 8. 100% of the hours of training received by a licensed cosmetologist in an aesthetics instructor course toward a cosmetology instructor license; however, the remaining required hours shall be received in a cosmetology school; and
 9. 100% of the barber instructor hours of training received in a barber instructor course toward a cosmetology instructor license; however, the remaining required hours shall be received in a cosmetology school. One year of licensed barber experience is the same as one year of licensed cosmetology experience for the purpose of qualifying for the cosmetology instructor examination as specified by A.R.S. § 32-531.
 10. Hours transferred to another course shall only be used once.
- D.** At the completion of a course, the cumulative hours for students for that course shall, at a minimum, conform with R4-10-301, R4-10-302, R4-10-303, R4-10-304, R4-10-305, and R4-10-306 as applicable.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2).

ARTICLE 4. SALONS**R4-10-401. Application for a Salon License**

An applicant for a salon license shall submit:

1. An application on a form provided by the Board, signed by the applicant, and notarized that contains:
 - a. The applicant's name, address, social security number, and telephone number;
 - b. If applicant is a partnership, each partner's name, address, and an identification of whether a limited or general partner;
 - c. If a corporation, the state of incorporation and the name, title, and address of each officer of the corporation and statutory agent;
 - d. The name of the salon;

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- e. The name and license number of the manager licensed by the Board;
- f. If a location change, the previous address;
- g. A history of the salon including:
 - i. If previously licensed by the Board, the last name of the salon or school;
 - ii. The name of each business operating at the salon address;
 - iii. A statement of whether the applicant, any partner of the applicant, or any corporate officer has ever owned a salon in any state or foreign country;
 - iv. A statement of whether the applicant, any partner of the applicant, or any corporate officer has ever had a salon license suspended or revoked in any state or foreign country; and
 - v. A statement of whether the salon provides mobile services as stated in R4-10-403.
- 2. If a corporation, the articles of incorporation;
- 3. If a partnership, a copy of the partnership agreement;
- 4. An 8 1/2" by 11" floor plan of the salon. The floor plan shall designate the location of each:
 - a. Wet disinfectant as specified by R4-10-109;
 - b. Dry, closed, disinfected container to store disinfected tools and implements as specified by R4-10-109;
 - c. Sink or shampoo bowl with hot and cold running water that is not also used as a dispensary or rest room sink;
 - d. Station;
 - e. Restroom;
 - f. Electrical outlet; and
 - g. Activity performed by individuals who are not licensed by the Board, which are related to cosmetology, but not regulated by A.R.S. § 32-501 through § 32-575; and
- 5. The fee required in R4-10-102.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Section repealed; new Section adopted by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp.99-2).

R4-10-402. Changes Affecting a Salon License

- A.** A licensee changing a salon's location shall submit the fee required in R4-10-102 and an application packet as prescribed in R4-10-401.
- B.** A licensee shall notify the Board in writing at least 30 days before making a change in the ownership of a salon. A new owner shall obtain a license from the Board before beginning operation of a salon.
- C.** When the controlling ownership in a corporation is transferred or a corporation is reorganized, the new owner shall submit the fee required in R4-10-102, an application packet as prescribed in R4-10-401, and the following:
 - 1. Former owner's name;
 - 2. Date of transfer; and
 - 3. A statement of whether the former owner relinquishes the license, salon name, and salon location.
- D.** A licensee shall notify the Board in writing at least 30 days before the date of a change in a salon's name and submit the fee required in R4-10-401.
- E.** A licensee that is a corporation or a limited liability company shall notify the Board in writing at least three days before a change in any corporate officer or statutory agent.

Historical Note

Former Section R4-10-402 renumbered to R4-10-403; new Section adopted by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2).

R4-10-403. Salon Requirements and Minimum Equipment

- A.** A salon shall perform services to the public according to the type of license issued as defined by A.R.S. § 32-501.
- B.** Salons shall have enough equipment, materials, supplies, tools, and implements to ensure infection control and safety for the public and employees.
- C.** Each salon shall have:
 - 1. A work station for each employee or person using space within the salon;
 - 2. Electrical outlets;
 - 3. If the salon is cosmetology salon, a minimum of one shampoo bowl and one hair dryer that may be a blow dryer, and, if the salon is an aesthetics or nail technology salon, a minimum of one sink in addition to the rest room sink; and
 - 5. Clean linens kept in a closed container.
- D.** Aestheticians shall have disinfected tools and implements for each client.
- E.** Cosmetologists shall have:
 - 1. 18 combs;
 - 2. 12 vent or styling brushes;
 - 3. Two client protection robes or capes;
 - 4. One comb-out cape; and
 - e. If neck brushes are used, each licensee shall have at least three;
- F.** Nail technicians shall have enough equipment, materials, supplies, tools, and implements to ensure infection control and disinfection between clients.

Historical Note

Adopted April 9, 1996 (Supp. 96-2). Former Section R4-10-403 renumbered to R4-10-404; new Section R4-10-403 renumbered from Section R4-10-402 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2).

R4-10-404. Mobile Services

- A.** A mobile service shall operate as an extension of a permanent licensed salon and under the same name and ownership. The permanent licensed salon owner and manager are both responsible for compliance by the mobile service with statutes and rules.
- B.** A licensee providing mobile cosmetology, nail technology, or aesthetic services shall apply for duplicate salon and personal licenses and post them pursuant to R4-10-108 at the mobile service location.
- C.** Appointments shall be made through the licensed salon where a book shall be kept of all appointments and locations where services are performed.
- D.** A mobile service is subject to inspection by the Board at any time.
- E.** A retrofitted mobile unit used to conduct mobile services shall have the same equipment as specified by R4-10-402 and shall comply with safety and infection control requirements as specified by R4-10-109.
- F.** Mobile services which are conducted in other than a retrofitted mobile unit shall have equipment for mobile service which is disinfected before use and stored as specified in R4-10-109.

Historical Note

Adopted April 9, 1996 (Supp. 96-2). Former Section R4-10-404 renumbered to R4-10-405; new Section R4-10-404 renumbered from Section R4-10-403 by final

rulemaking at 5 A.A.R. 1791, effective May 18, 1999
(Supp. 99-2).

R4-10-405. Shampoo Assistants

- A.** People who are not licensed by the Board may be hired as shampoo assistants to shampoo and apply cream rinse to an individual's hair, comb the hair to remove tangles, and remove rollers and clippies.

- B.** Shampoo assistants shall not apply conditioners, reconstructors, hair color, permanent wave solution or neutralizer, or remove rods, tint, relaxers, or other solutions from the hair.

Historical Note

New Section R4-10-405 renumbered from Section R4-10-404 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2).